

**JURISDICTION ONLINE PROCEDURE/INSTRUCTION FOR VIRGINIA
AUTHORIZATION
NO. 002**

December 12, 2002

**SUBJECT: Instructions for Handling Electronic Reports in Virginia
(Paragraphs A – F)**

Last July we e-mailed you our initial instructions for handling electronic reports in Virginia. Following are further instructions, suggestions, and comments:

A. Reporting Inactive/Scrapped Objects

There are a variety of ways to change the status of objects from active to inactive/scrapped. For recording purposes Boiler Safety still needs to know who made the decision and when. Our instruction is for each Inspector to enter his/her name and date of change in the comments field of the object menu.

B. Update Files

The Praeses User Manual covers updating files without an inspection under "Edits." Our instruction is simply to communicate what you are doing to the reviewer. Just state "Update files only" in the comments field of the object menu.

C - Contact Info

*Whenever possible add a contact to an existing location per Praeses instructions rather than retyping the location.

*Do not delete old contacts. They are needed for filing purposes.

D - Acceptance Notice

Virginia will now accept the statement about changing insurance (inspection) company under Object History as electronic reporting of change of inspection company of record. The inspection company of record is accountable for resolving overdue inspections and reporting unsafe or hazardous conditions to this office.

E - Testing LWC

For reporting purposes on the appropriate Boiler Inspection menu, when you answer the question "Low Water Cut-off (LWC) Tested" as a "No" that means to

us that there is one or two there but you did not witness a test. If there is no requirement for a LWC, the proper response is "Does Not Apply."

F - * Non-conformances

- 1.) When reporting non-conformances add name, title and telephone number of person conditions were discussed with in the Inspection Comment field. We must have that information to include in any Citation or to contact for verification of corrective action.

A.) Submit all non-conformances separately from objects that have acceptable certificate inspections. Separate submittals allow more prompt issuance of invoices and certificates.

- 2.) Reporting Corrective Actions

The proper procedure for submitting a follow-up inspection of any non-conformance reported to Virginia is to treat the follow-up inspection as an external non cert inspection with no fees. Send an e-mail to Fred Barton or Frankie Steele summarizing what was done to correct the non-conformance. When all of the required documentation such as abatement letter, R-1 form, or penalty is received in the Richmond office of DOLI, either Frankie Steele or Fred Barton will close the non-conformance and change any data field(s) on the original submittal (i.e., add fees and/or change No to Yes for Cert recommendation).

* Revised 08/01/04